



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, D.C. 20380

IN REPLY REFER TO

1500  
TPIL01110

18 JUN 1972

From: Commandant of the Marine Corps  
To: Marine Corps Representative, Interservice Nuclear Weapons School, National Capabilities Branch, Kirtland Air Force Base, New Mexico 87117  
Via: Commandant, Interservice Nuclear Weapons School, Kirtland Air Force Base, New Mexico 87117

Subj: LETTER OF INSTRUCTION (LOI)

Ref: (a) MCO 1521.1\_  
(b) USMC Table of Organization (T/O) Number 5060\_  
(c) MCO 1580.7 /OPNAVINST 1500.27\_  
(d) U.S. Navy Reg. 1973  
(e) MCO P1610.7\_  
(f) MCO P1020.34\_  
(g) MCO 6100.3\_  
(h) MCO 1500.42\_  
(i) MCO 5040.6\_  
(j) MCO P1500.12\_

1. Purpose. Pursuant to reference (a), the purpose of this LOI is to provide you with information and guidance relative to your duties as the Marine Corps representative at the Interservice Nuclear Weapons School (INWS), National Capabilities Branch, Kirtland Air Force Base, New Mexico 87117. Although not intended to be inclusive of every possible situation that may be encountered, this LOI is to serve as a basis for authority, as a source of information, and to furnish policy guidance.

2. Cancellation. This LOI cancels all previous LOI's and amendments thereto.

3. Background. The billet to which you are assigned was established in 1949 as the Instructor, Nuclear Weapons School, Defense Atomic Support Agency (DASA). The only major change in the billet occurred when DASA evolved into the Defense Nuclear Agency. In 1971 the Air Force assumed management of the school.

4. T/O Sponsorship. Reference (b) establishes the T/O for the Marine Corps instructor/administrative personnel at INWS. All Marine Corps T/O's are prepared and published by this Headquarters (MPC). The Deputy Chief of Staff for Training has cognizant responsibilities for T/O Number 5060, instructor/administrative personnel with joint and other service schools. The Deputy Chief of Staff for Training is therefore established as the primary point of contact for requests for information and assistance. As your T/O sponsor, the Deputy Chief of Staff for Training should be informed of significant issues raised with other Services -- especially those which might have an impact on Marine Corps education/training policies.

Subj: LETTER OF INSTRUCTION (LOI)

5. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished to the Commanding Officer, 3416th Technical Training Squadron, Air Training Command (ATC), Kirtland Air Force Base, New Mexico 87117, in response to an agreement between the Marine Corps and the U.S. Navy as support personnel and as such are assigned at the request of the U.S. Navy. Any officer assigned solely as the Marine Corps representative is assigned at the request of the Commandant of the Marine Corps and with the concurrence of the U.S. Navy, and is assigned in addition to the regular support personnel. This officer should be considered as a special staff officer and a member of the staff of the school's commandant.

a. You are encouraged to conduct direct liaison with this Headquarters (T and MM) in recommending desirable attributes and qualifications for personnel to be assigned to fill the billets reflected in reference (b).

b. All Marine Corps staff personnel are carried on the rolls of the Inspector-Instructor, D Company, 4th Reconnaissance Battalion, 4th Marine Division, 2909 Yale Boulevard, SE, Albuquerque, New Mexico 87106, reporting unit code (RUC) 84243, where all officer qualification records and service record books are maintained.

6. Administrative and Logistics Support. Pursuant to reference (c) and as required, an interservice support agreement will be negotiated in consonance with Department of Defense directives and will be forwarded to this Headquarters (T) for signature. In cases where Manpower and/or equipment differences cannot be resolved at the working level, the problem will be referred to this Headquarters (T) for resolution.

a. The Inspector-Instructor, Albuquerque, provides administrative maintenance of personnel records.

b. The Interservice Nuclear Weapons School (INWS) provides required logistical support.

c. An interservice support agreement is not in effect and one is not required.

7. Status and Guidance. You are the designated representative of the Commandant of the Marine Corps to the Commandant, INWS. Your primary duty as the representative of the Commandant is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered at your duty station.

Subj: LETTER OF INSTRUCTION (LOI)

Division. Should a Marine attached to the INWS desire to request mast, the request shall be submitted via the Marine Corps administrative chain of command. Should the request mast refer to matters under the control of the Commandant, INWS, it should be addressed to that command in accordance with Air Force procedures.

8. Liaison Duties. The Marine Corps representative provides direct liaison between INWS and the activities and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits, as requested, and advice/assistance concerning Marine Corps personnel.

a. Other Services. Although your billet is directly related to INWS, you should attempt to satisfy all valid requests for assistance and advice tendered by other organizations located aboard your base and by any other Service agency located in your immediate area.

b. Marine Corps Commands. In order to provide accurate information on the latest Marine Corps policy, doctrine and developments, direct liaison is authorized and encouraged with the Marine Corps Development and Education Command (MCDEC) and the landing force training commands (LFTC's).

c. Headquarters Marine Corps. You are authorized and encouraged to deal directly with the various divisions and departments of this Headquarters in carrying out your duties, including personal liaison visits as necessary. Matters affecting the scope of your responsibilities and status, however, as discussed herein, shall be referred to this Headquarters (T).

d. Social Functions. You will represent the Marine Corps at official and social functions.

9. Administrative/Instructional Duties. You may undertake other activities, to include instructor duties, if they do not conflict with the full and efficient accomplishment of your primary mission. Such activities include all duties and collateral duties assigned by the Commandant, INWS.

a. Your instructor duties will normally be in the Nuclear Operations Training Branch.

b. Upon request by Sandia Laboratories, and with the concurrence of the Commandant, INWS, you are authorized to function as the INWS military consultant to said laboratory and any other designated Department of Energy facility.

c. You will render appropriate assistance in the coordination of education/training presentations given at Marine Corps facilities.

Subj: LETTER OF INSTRUCTION (LOI)

10. Marine Corps Personnel/Students. You will furnish guidance on Marine Corps policy and provide administrative control and assistance to all Marine Corps personnel and students at INWS, to include such items as uniforms, conduct, endorsement of orders, and pay.

a. Orientation Briefings. Ensure that all incoming Marine Corps students receive appropriate orientation to INWS. A current outline for this briefing will be maintained as part of your files.

b. Information. As the Marine Corps representative, you will be regularly informed of Marine Corps policies, programs, and matters of interest. It is essential that this information reach every Marine under your cognizance, that you ensure the needs of these Marines are met, and that each of them understands his individual and collective responsibilities as a Marine and as a student. A close and continuing professional relationship between yourself and these Marines must be established and maintained. In this regard you will:

(1) Effect liaison with the host command for participation in educational programs offered by the host command.

(2) Participate in the host command's Fleet Home Town News Release Program, or its equivalent, for both T/O and student Marines.

(3) Participate in the host command's drug and alcohol abuse programs.

c. School Quotas. Quotas for Marine Corps students to attend formal school courses are established annually on a fiscal year basis between this Headquarters (T) and the service school concerned.

(1) Waivers. You are not authorized to allocate quotas or waive prerequisites to any course of instruction. All requests for quotas, for waiver of prerequisites, or any related problems will be forwarded to this Headquarters (T) for appropriate action or guidance.

(2) Student Shortfalls/Overages. Direct telephonic liaison with this Headquarters (MMEA/MMOA) is encouraged when questions concerning shortfalls or overages of incoming students occur, or when it is obvious that a student will not complete a course to which assigned either for academic or other reasons.

11. Standards. You are charged with the responsibility of ensuring that professionalism and exemplary standards of performance, personal appearance, and physical fitness are met by your assigned Marine Corps staff and students. You are also directed to

Subj: LETTER OF INSTRUCTION (LOI)

conduct periodic personnel inspections, in accordance with current Marine Corps directives, at such times as you deem necessary. Personal grooming standards are set forth in reference (f), and Marine Corps Bulletin Series 1020. Physical fitness testing will be conducted in accordance with reference (g). These actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to keeping itself tough, lean, and fully combat-ready. Therefore, as the Marine Corps representative to a sister service activity, you must consistently set a high example of personal and professional excellence. You and the Marines under your charge or cognizance, though few in number, will be conspicuous. To the military personnel of the other services with whom you associate, you will, in fact, be the Marine Corps. Everything you do will reflect directly on the Corps.

12. Policy and Doctrinal Guidance. You will review and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by INWS. In this capacity, you will:

- a. Maintain current editions of Landing Force Manuals (LFM's), Fleet Marine Force Manuals (FMFM's) and appropriate Marine Corps Institute (MCI) subcourses dealing with amphibious operations for use by Marine Corps students attending other service schools.
- b. Advise this Headquarters (T) of changes in training programs and policies affecting Marine Corps personnel.
- c. Make recommendations to this Headquarters (T) on any aspect of local education/training programs which could be pertinent to Marine Corps requirements.
- d. Submit course concept elements for all Marine Corps-unique courses to the CMC (T) for approval prior to designing and developing new courses of instruction. Specific elements to be included are contained in reference (h), enclosure (1).
- e. Submit course descriptive data (CDD) for all Marine Corps-unique courses to the CMC (T) for approval, with copy to CG, MCDEC (E 03) for all new and revised courses of instruction. When changes to existing CDD components are required, specific justification must be submitted for each component. Format for submission of the CDD is provided in the example contained in reference (h), enclosure (4). You may implement new or revised courses of instruction on an interim basis pending approval of the CDD.
- f. Submit three copies of all new, revised, or changes to programs of instruction to the CG, MCDEC (E 03) within 90 days after approval of the CDD.

Subj: LETTER OF INSTRUCTION (LOI)

g. Notify the CMC (T) of any anticipated or proposed changes to CDD for other service school courses which Marines attend, with a copy to CG, MCDEC (E 03). When changes to existing CDD components are required or a new CDD is submitted for a new course, specific rationale must be submitted for each component. Format for submission of CDD is provided in the example contained in reference (h), enclosure (4).

h. Effect direct liaison with the CG, MCDEC (E 03) for assistance to remedy problem areas regarding the design, development, implementation, and evaluation of courses of instruction.

i. Comply with the common management actions contained in reference (h), enclosure (5).

13. Inspector General's Inspections. The schedule of visits by the Inspector General of the Marine Corps is promulgated in reference (i).

14. Reports. The following training information is required:

a. Schedule Changes. You will submit any changes to the annual schedule of classes to this Headquarters (T) as they occur.

b. Academic Evaluations. As required, you will monitor the forwarding of appropriate academic evaluations to this Headquarters (MSRB-20) for insertion in OQR's/SRB's.

c. Formal Schools Catalog. Course descriptions are contained in reference (j). It is your responsibility to review and submit recommended revisions to this reference as changes occur in courses at the school to which you are assigned in accordance with reference (h).

15. Changes. You will review this LOI annually and report to this Headquarters (T) on the currency and validity of its contents. The report should be forwarded by the anniversary date of issue. Negative reports are not required. Additionally, in order that this LOI may be maintained in a current status, recommended or required changes shall be submitted as they occur.



H. E. PIERPAN  
Deputy Chief of Staff  
for Training

Copy to:  
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